



FACULTY AGREEMENT FORM

Student's Class Information (Please print legibly)

Name _____ SFSU Student ID # _____

Coop Class _____ Unit(s) _____ Grading Option: CR/NC* or Letter Grade**

Faculty Sponsor's Information

Name _____ Department _____

E-mail _____ Phone _____

Faculty Sponsor's responsibilities are:

- Write a *Support Letter* for international students (a template can be found at www.sfsu.edu/~oip).
- Approve student's Learning Objectives.
- Monitor student's progress by reviewing and providing feedback via emails and make sure student meets Learning Objectives.
- Review student's Final Report and recommend a CR/NC grade or a letter grade to Cooperative Education Program by the last day of the final week.

I agree to sponsor and monitor _____ during his/her
(Student's Name)

internship/job placement and fulfill my responsibilities as Cooperative Education Faculty

Sponsor for _____.
(Semester/Year)

 Faculty Sponsor Signature

 Date

Final recommended grade: _____

(Final grade can be adjusted by the Director of the Cooperative Education Program.)

*With CR/NC grading option, student will arrange with faculty advisor the frequency of their meetings and/or email communications.
 ** Need Cooperative Education Director's approval in order to sign-up for a letter grade grading option. With letter grade grading option, student is required to email his/her learning progress **weekly** to his/her Faculty Advisor and to coopeds@sfsu.edu.

